

Motions made at the January 2012 Town Meeting

Transfer of responsibilities & duties to newly elected Town Officers

MOVED

That the officers of the Village of Arden (i.e. Town Chair, Secretary, Treasurer, and Advisory Committee Chair) shall transfer all responsibilities and duties of their office to the resident elected to each respective position by the Town Assembly at the March Town Meeting. This transfer shall happen on or before April 30th following the election. Until such transfer, the Village of Arden Officers shall continue to execute all duties and responsibilities of their respective positions and shall receive the budgeted compensation for the position.

MOTION PASSED

Annual registration fee for vacant dwellings (Ordinance 15)

MOVED

That the Ordinance for an annual Registration Fee for vacant dwellings be accepted.

MOTION PASSED

Motion for the Sense of the Town Assembly regarding supporting a motion to hire a BWVC Building Manager

MOVED

That the Buzz Ware Village Center Committee has the authority from the Town Meeting to negotiate a contract for a building manager based on the concepts listed below:

The Building Manager's responsibilities are to:

- Interview prospective renters,
- Explain the rules and procedures of the BWVC,
- Arrange for any ancillary custodial work to be done at the renter's expense,
- Monitor room conditions before and after a rental,
- Keep a log of the renters,
- Maintain a file of contracts and track payments.
- Maintain, publish and post the BWVC calendar.
- Monitor the BWVC voice mail.
- Schedule and supervise BWVC custodian. Oversee and guide the custodian on building maintenance as well as advise custodian of renters' special needs. Oversee and track routine expenses for building maintenance. Track time sheets of the BWVC custodian.
- Coordinate BWVC improvements with committee guidance, including tracking donations to the BWVC of furniture, lamps, etc.
- Track access of non-renters to the building.
- Act as the liaison between BWVC, ACRA and the Arden Club, for coordination of parking, parking directing, facilities usage and other arising issues. Act as a liaison between the standing committees of the Village of Arden and Village of Ardencroft for all issues including scheduling, set up, and take down of the rooms.

This position currently requires approximately 30-35 hours a month. The 2011 rental revenue base is \$18000. Without a dedicated building manager handling these daily processes, the estimated revenue could quickly revert to the pre-2005 annual rental revenue of \$3000. The efforts of the building manager helped increase current annual rental revenue by about \$15000. Compensation, 10% of the rental income, an industry standard, shall be payable on the 15th of each month predicated on the rental income of the previous month, with a minimum payment of \$200 per month. The building manager position is an annual contract. The building manager will carry property manager liability insurance.

MOTION PASSED

Two nominees for the election of Town Officers

MOVED

Due to the increased executive powers assigned to the Town Officials, it is moved that we strive to obtain no less than two times the number of candidates as there are open positions. Therefore, for the positions of Chair of the Town Assembly, the chair of the Advisory Committee, the Town Secretary and the Town Treasurer we strive for a minimum of two qualified candidates for each position. The current policy has two candidates for each open position in the standing committees.

MOTION DEFEATED

Posting of Town Meeting Minutes on the website with 3 weeks of the meeting

MOVED

The Town Meeting expects that the draft Minutes of Meetings of the Town Assembly be posted on the Village of Arden website no later than three weeks after the Meeting of the Town Assembly occurs.

MOTION PASSED

Require Committees and Residents to publish items that require a vote

MOVED

To require Committees or residents to publish items that require a vote at the Meeting of the Town Assembly:

- with the Agenda for the Meeting of the Town Assembly/Minutes of Previous Meeting or
- by posting them on a designated site on the Village of Arden Website at least 48 hours before the beginning of the Meeting or
- by hand delivering copies to residents' homes at least 48 hours before the beginning of the Meeting.

MOTION TABLED